EDITING LOANS

At this point in the resolution process, the user has loaded the **Loan** and **OREO** databases into RAVEN and has generated audit reports showing data exceptions. Pay careful attention to the types and numbers of occurrences of data errors revealed by the audit reports. Correct multiple and systematic errors using FoxPro. Individual or random exceptions are more easily cleared by working in RAVEN. This section demonstrates several editing techniques within RAVEN.

This section concentrates on editing the databases that are loaded electronically.

KEYSTROKES

A.   Edit Records Using Browse

1.   From the Main Menu, click on **Data / Loans / Manual Entry/Edit**

        NOTE:
        The demonstration uses the Loan database; however, the keystrokes apply to all of the electronically loaded databases.

        RAVEN displays the **Loan Information** window which displays the following buttons:

Add	Edit	Delete	Next	Previous	Search	Exit

2.   Use the **Audit Exceptions Report** to determine which records to edit

3.   Locate desired record by clicking on **Next**, **Previous** or **Search**

4.   If selecting **Search**, RAVEN offers the user two different methods to search for an account:

        a)   The user sorts the database in ascending order by clicking on the account number or borrower's name and scrolling up or down to the proper record. Once the record is found, click on the right mouse button to bring the **Loan Information** window forward.

        b)   Use **Search** method by typing name or account number, according to which field is activated, and clicking on the right mouse button.

        c)   Type "*075080063701*" and click on the right mouse button

4.   Select **Edit**

5.   Arrow down to the desired space or click on the desired space

6.   Edit desired information

7.   Click on **Save**

        RAVEN will update the **Raloan** database.

        -or-

8.   Click on **Cancel**

        RAVEN will not update the **Raloan** database.

9.   Click on **Exit**

        RAVEN returns to the **Data Menu**.

B.   Adding Records Using Manual Entry/Edit

   1.   **Data / Loans / Manual Entry/Edit** / **Add**

        RAVEN displays an empty **Loan Information** screen

   2.   Enter loan data into record

   3.   Click on **Save**

        RAVEN will update **Raloan** database.

        -or-

   4.   Click on **Cancel**

        RAVEN will not update **Raloan** database.

   5.   Click on **Stop**

   6.   Click on **Exit**

        RAVEN prompts the user:

"If changes to the Raloan DBF warrant changes to the General Ledger, remember to make corresponding adjusting entries. Continue"

7.   Click on **Continue**

RAVEN returns to the Data Menu.

C.   Deleting Records Using **Manual Entry/Edit**

1.   Select desired record using the steps for editing records

2.   Select **Delete**

RAVEN prompts user:

"Are you sure you want to delete asset number _____? Yes / No"

3.   Click on **Yes**

RAVEN deletes record from **Raloan** database.

-or-

4.   Click on **No**

RAVEN does not delete record from **Raloan** database.

5.   Click on **Exit**

RAVEN prompts the user:

"If changes to the Raloan DBF warrant changes to the General Ledger, remember to make corresponding adjusting entries. Continue"

6.   Click on **Continue**

RAVEN returns to the **Data Menu**.

EXERCISE

A.   Adding Records to a Database

    1.   Add the following record to the OREO database:

a)	Acc't #:	*"999054"*	(Enter)
b)	Code:	*"77"*	(Enter)
c)	Branch:	*"1"*	(Enter)
d)	Property Name:	*"Dapasnik"*	(Enter)
e)	Sort Name:	*"Dapasnik"*	(Enter)
f)	Address:		(Enter)
g)	City:	*"Dallas"*	(Enter)
h)	State/Zip	*"TX 75043"*	(Enter)
i)	Participation Type:	*"Wholly Owned"*	(Enter)
j)	Percent Owned:		(Enter)
k)	Org. Amount Purch:		(Enter)
l)	Org. Loan Amt:		(Enter)
m)	Lead Inst/Participant:		(Enter)
n)	Total OREO Amt:	*"15,000.00"*	(Enter)
o)	Appraised Value:		(Enter)
p)	Appraisal Date:		(Enter)
q)	Classified:		(Enter)
r)	Excluded:		(Enter)

        The **Excluded** box should not be checked.

    2.   Click on **Save**

    3.   Click on **Stop**

    4.   Click on **Exit**

        RAVEN prompts the user:

        "If changes to the Raoreo DBF warrant changes to the General Ledger, remember to make corresponding adjusting entries. Continue"

    5.   Click on **Continue**

        RAVEN returns the user to the **Data Menu**

The balancing of the loans required some adjustments to the loan balances as well as the system which will value the loans. These adjustments require adjusting journal entries.

B.   Enter the following General Ledger Adjusting entries:

1.   Click on **Bank Info / General Ledger / Adjusting Entries**

2.   Input the following:

General Ledger Accounts	Debit	Credit
a) 153000 Consumer Loans	717,895.34	
151000 Real Estate Loans		717,895.34
To move Home Improvement loans from Real Estate to Consumer.		
b) 155000 Single Family Res Loans	23,072,479.06	
151000 Real Estate Loans		23,072,479.06
To move Single Family Res Loans from Commercial to SFR.		

3.   Click on **General Ledger** / **Update**

         RAVEN updates the General Ledger accounts to reflect these adjustments

4.   Click on **Exit**

5.   **Main Menu**

6.   Check Figures

         a)   **Data / Audit / Compare G/L to Databases**

         b)   The deposit information is out of balance because the databases have not been loaded into RAVEN.

7.   Click on **Data Menu / Main Menu**

         RAVEN returns the user to the **Main Menu**